

*Kane County  
Local Emergency Planning Committee  
Meeting Minutes  
September 01, 2009*

**CALL TO ORDER**

The meeting was called to at 1311 hours in the new Kane County OEM EOC.

**ATTENDANCE**

**Members present – from sign-in:**

Bob Balsamo – South Elgin EMA, Frank Beierlotzer – DeKalb LEPC,  
Randy - representing Randy Deicke – Batavia Fire Dept., Deborah Dortmund – KCOEM and LEPC  
Recording Secretary and Treasurer, John Fahy – Elgin Fire Dept. & Kane County Board member.  
Sean Madison– KCOEM & USCG Aux, Jon Mensching – Carpentersville Fire and LEPC Chairman,  
Dan Nelson – Aurora EMA and LEPC Vice-chairman, Vince Rychtanek – Elgin Fire Dept,  
David Sweigert – Producers Chemical, Bob Usab – Hexion Speciality Chemicals, and Marty Wolding  
– Aurora Fire Department.

**WELCOME:** Everyone was welcomed and asked the group to stand and join in the Pledge of Allegiance.

**INTRODUCTION:** Jon asked that everyone introduce themselves around the room since we had some new faces. Jon thanked everyone for attending this rescheduled meeting. The regular meeting had to be cancelled at the last minute due to lack of RSVP/attendance. IDPH called a last minute phone conference on the H1N1 situation.

**CORRESPONDENCE:**

Currently the only correspondence we have received was a request from Rick Matus. He used to be a member of the LEPC several years ago and is working to recertify his Certified Hazardous Materials Manager credentials. As part of that, he needed a letter stating his participation in the LEPC. Deb went back thru the records to show his participation from 2002 through 2004. We wrote to letter to confirm his participation and a copy is in the records.

**APPROVAL OF MEETING MINUTES AND NOTES:**

Jon asked if everyone has received the e-mailed meeting minutes. As there were no additions, corrections or omissions, Marty Wolding moved to approve the previous meeting minutes. The motion was seconded by Sean Madison. Motion passed by voice vote.

## **LEPC CHAIRMAN'S REPORT:**

Jon stated that next week at the IEMA conference he was going to have a meeting with Kathy Allen from the SERC regarding our HMEP grant finds. He stated that he would be talking about her to be sure that the problems from this year in getting the contractor hired would not hamper us from putting in for the contractor position for next year. Deb stated that the end of September is the end of the grant year; therefore we have lost all the funds for the contractor. The State normally frowns on you when you ask for funds in the next grant years when you did not spend them the previous year.

## **HAZARDOUS MATERIALS REPORT:**

Deborah stated that the spill report was mailed out with other information to all the members after the August meeting was rescheduled. There have been no additional reports.

Again it was mentioned that we are not receiving all the reports or the State is NOT being informed of the spills. It is known that spills that we know about are not getting reported to the State. Jon stated he is unsure how they – the spillers – are getting the disposal numbers if they are not calling the State. Deborah stated that she had e-mailed Lisa at IEMA Region 3 to double check on spill reports.

There was additional discussion on the topic again at the end of the meeting.

## **SUBCOMMITTEE REPORTS:**

### **Education: No Report**

### **Financial:**

Deb stated that this month she planned to order all the office supplies and other items that she has been waiting to order after the office move. Since OEM is now in their new office, the supplies will not have to be moved. She had hoped to have more places to store them. She also wants to order the new letterhead and business cards for Jon. Her funds from the 2009 HMEP grant expire at the end of September and besides sending people to the conferences and seminars, and the annual notice; we have not spent a lot. Jon stated that most of this is reimbursed by the State through the HMEP grant. We pay for the items upfront with an account we have with the treasurer's office and submit the report to the State quarterly and then they reimburse the LEPC. The funds we have are NOT part of the County budget. All of the LEPC funds are held in an "agency and trust" account held by the treasurer's office. The money is not mingled with County funds and the County does not really control the funds. Yes, the check does say Kane County but it is NOT a County budget line item.

Other things we have submitted for the grant is registration for the Winnebago LEPC conference, the registration for the IEMA conference, the US EPA conference, the CD's to put the plan on to mail the out, the mailing for the plan, some office supplies etc. We have to submit what we would like to purchase in the annual HMEP grant request and then see if it is approved. There will be additional discussion about the grant later in the meeting.

It was asked if we had ever not received the amount we requested. Yes, in the past we were unable to spend all the funds because someone was unable to go to the USEPA conference and the state cut us back the next year. You can understand it – we ask for it but don't spend it – it could be allocated to someone else.

There was a discussion on the contractor and how it was written into the grant and the procedures that were followed.

**Membership subcommittee:**

Membership subcommittee = Vince, Brad Entler & Dave

Chair: Open

Brad Entler will be leaving Elgin PD and the LEPC. We will need to recruit a new member or members for the Law Enforcement position in the LEPC. Jon stated that we need to sit down with our list and see what positions we need to shore up and recruit representation. Jon suggested to Sean Madison that perhaps Kevin Tindall or perhaps his boss Lt. Randall would be interested in attending. Sean stated that he would talk to them in the next day or so as he had a meeting with them.

**Planning:**

Planning Committee – Marty and Sean

Co-Chairs: Sean and Marty.

The plan was reviewed at the May meeting and everything was approved with the updated of the member list and the facilities. That has been completed and the plan is ready for submission for this year. We now should plan for what we want to try to update for next year. If we get the contractor, it would be an idea for them to work on the transportation study.

(Brief discussion)

As there were only minor changes to the plan it will not be mailed out this year. Once the signature page is scanned in, it will be placed on the web site.

**OLD BUSINESS:****Spill hand-out cards.**

Deborah stated that every year about this time Dave Carey mentions something about an Outreach program that the ACHMM has that falls under community assistance. The program can make funds available to promote proactive management and awareness of hazardous materials within the community.

Deborah stated that just about every year we say we are going to get something together for this program but it does not seem to get pulled together so she began working on the cards so we could have them ready for the program.

The idea is a half sheet of paper, laminated, in a neon color with the spill information. The cards could be sent to the fire departments, local Haz-Mat teams, police departments, 911-centers, facilities and handed out on spill sites to the truck drivers. We could even work out some sort of display for the truck stop. The neon color would be so that the card would jump out at the person and they would remember to call. The idea is to have the information for the first steps for the spiller or facility to follow in the event of a spill. Here is the phone number you call and this is the information you need. This would fit back to the spill report so that the State would get notification of all the spills and then the LEPC and local municipalities would receive the spill reports from the State.

Deborah stated she had developed two variations on the card and spoke to the county print shop about the lamination and two or three-hole punch in the card. The county print shop does not have laminator and they recommended that we go to Kinko's. Once the idea is fully developed we will get quotes on the project. We can have the costs already for everything ready so when it comes around to apply for the project funds we are ready to go. The original idea was to print 10,000 cards. So the costs of the printing, the paper, and the cost of laminating, are thing we need to document.

Jon stated that as he contemplated the card, he thought that on the back of the card we should list out they types of spills, how much, and what is the criteria to make a report. Jon and Deb will continue to work on the card and see what progresses.

It was suggested that we could send a letter to all the departments with the cards asking them to place the cards in the rigs and if they need more to just give us a call. A generic, off-the-top number was about 100 per police and fire department. Jon stated that the only way we could afford doing this would be through the grant that Dave Carey have information on. If we have this put together ahead of time, we can give him the information. If we need to write a proposal or whatever the Outreach Program requires, we can get ready now.

Deb will e-mail Dave and try to get more information regarding the program.  
There was a side discussion regarding this topic.

This will be revisited at the next meeting when we have more information from Dave and the details on what the grant would cover.

### **NEW BUSINESS:**

Nothing noted:

### **FOR THE GOOD OF THE ORDER:**

Dan Nelson stated that the City of Aurora is working with Illinois Math and Science Academy to have a student do a meaningful research project. The student is hazard vulnerability project for the city, the citizens and businesses. Perhaps it is something we could approach them to do in the next school year.

### **2010 HMEP Grant:**

Deborah stated that she had not received the paperwork for the 2010 HMEP Grant submission but in the past it has always been due by the end of September. Frank from DeKalb stated he has already received his. He had a copy and gave it to Deb. Frank stated that they have not changed the application from last year so Deb stated she has the previous year's information on the computer.

Deb asked that if you have suggestions for things to out in, please get them to Deb as soon as possible. A few more folks will be added to go to the Winnebago LEPC conference. That seems to be a really informational conference and on the last day they have an exercise and you bring your plan and you can work on exercising your plan, and get credit for exercising your plan.

Training is very specific. It needs to be more planning than response orientated.

The HMEP grant year runs October 1<sup>st</sup> thru September 30<sup>th</sup>.

The funds provided to the LEPC's are divided up within the state by the amount of EHS facilities within each LEPC jurisdiction.

Jon read a few of the items listed in the grant paperwork that fall under the allowable items.

There was a brief discussion on the requested funds and the categories where things are allocated.

## **US EPA Emergency Preparedness & Prevention & Hazmat Spills Conference.**

We have requested funds in the 2009 HMEP grant for 2 people to attend this conference. The information was mailed out to the members.

It is a 3-day conference in November 2009 in Baltimore. The information was mailed out to everyone with the packet in August. It is supposed to be a very interesting conference. Several years ago the LEPC sent Alan Choutka and he came back with a lot of information. Dan Nelson stated he also attended in the past. Frank from DeKalb stated that it is a really good networking opportunity. It is the week of the LEPC meeting as well as being the week before Thanksgiving.

We requested the registration fee and the airfare. So if you want to go, please let Deb know ASAP. I have the money ear-marked. Sometimes they do not pay for everything but they pay for some of it. They may not cover meals, but you would have to eat one way or the other. Deb read off some of the training classes that are listed. It was noted that it MUST be an LEPC member that attends. Of course you would have to make a little presentation at the February meeting to discuss all the information you have picked up.

Brief discussion followed.

### **NEXT MEETING DATE:**

The next meeting is **Tuesday November 17** at 1:00 PM at the Kane County EOC.

### **MEETING ADJOURNMENT**

Bob Balsamo moved to adjourn the meeting.  
Marty seconded. The motion passed via voice vote.  
The meeting adjourned.

Respectfully Submitted,

Deborah Dortmund  
KCOEM Administrative Assistant

Note – Attachments are not published to the website.

### ***Summary of Attachment***

None

### ***Summary of Motions***

1. Acceptance of previous meeting minutes.
2. Adjournment